

DEPARTMENT OF ENVIRONMENTAL MANAGEMENT AGENCY POLICY	COVERAGE: Agency-wide	POLICY NUMBER: A-058-OEA-08-P-R0
	AUTHORIZED: Thomas W. Easterly, Commissioner	
SUBJECT: BIOSECURITY POLICY	SUPERSEDES: New	OFFICE: Office of External Affairs
	EFFECTIVE: January 31, 2008	RENEWED/REVISED:

1.0 PURPOSE

This policy is to establish guidance for Agency staff when conducting State business at Animal Feeding Operations. The Agency recognizes the importance of maintaining effective biosecurity procedures to prevent the spread of disease.

2.0 SCOPE

This policy applies to Agency staff conducting Agency business during a visit to an Animal Feeding Operation.

3.0 SUMMARY

This policy is to provide uniform procedures for biosecurity measures by Agency staff when conducting Agency business during a visit to an Animal Feeding Operation. This policy establishes three (3) biosecurity levels wherein each level is based on the degree of potential for disease transmission.

4.0 DEFINITIONS

- 4.1. "Agency" - The Indiana Department of Environmental Management (IDEM).
- 4.2. "Agency staff" - Any employee or representative of the Indiana Department of Environmental Management. This includes full or part time employees, temporary employees, contractors and interns.
- 4.3. "Agency Agricultural Liaison" - The Agricultural Liaison in the Office of External Affairs.
- 4.4. "Agency Business" - Actions conducted onsite by Agency staff at the time of the visit including but not limited to, routine compliance inspections, complaint investigation and surveys, at both regulated and non-regulated livestock farms.
- 4.5. "Agency Health and Safety Director" - The Agency Health and Safety Director in the Office of External Affairs.
- 4.6. "Animal Feeding Operation (AFO)" - A lot or facility, other than an aquatic animal production facility, where both of the following conditions are met:
 - A. Animals, other than aquatic animals, have been, or will be stabled or confined and fed or maintained for a total of at least forty-five (45) days in any twelve (12) month period.
 - B. Crops, vegetation, forage growth or post-harvest residues are not sustained in the normal growing season over at least 50% of the animal confinement area.
- 4.7. "Assistant Commissioner" - An Assistant Commissioner in the Indiana Department of Environmental Management.
- 4.8. "Biosecurity" - The measures taken to guard against the spread of potential diseases.
- 4.9. "Biosecurity Levels" - The following levels have been established so that when the proper procedures have been implemented they will provide the necessary

prevention against the potential for disease transmission by Agency staff:

- A. Level 1 – Visits to livestock facilities, which involve no contact with livestock or animal housing.
 - B. Level 2 – Visits to livestock areas where potential contact with livestock or their housing is unavoidable to achieve the goal of the visit. Contact constitutes close proximity to animal housing or walking through manure or on ground where animals have access. Agricultural and Solid Waste Compliance staff, Solid Waste Permit staff and Emergency Response On-Scene Coordination must always follow at least Level 2 biosecurity.
 - C. Level 3 - Visits to livestock areas where there will be close contact with livestock. This includes contact such as entering confinement buildings, pens or handling and inspecting animals. Agency staff should not enter livestock buildings under any conditions unless pre-approved by the appropriate Supervisory staff. Confinement buildings should never be entered during routine inspections conducted for the purpose of monitoring compliance.
- 4.10. "Commissioner" – The Commissioner of the Indiana Department of Environmental Management.
 - 4.11. "Health and Safety Officer"- The Health and Safety Officer in the Office of Land Quality.
 - 4.12. "Indiana Board of Animal Health (BOAH)" – The State of Indiana's Board of Animal Health.
 - 4.13. "Livestock" – Any animal or fowl raised for commercial purposes.
 - 4.14. "Regional Office Director" – A Regional Office Director in the Indiana Department of Environmental Management.
 - 4.15. "Regulated Livestock Farm" – Any Animal Feeding Operation (AFO) farm that has applied for or has an operational/construction approval or permit with the Agency.
 - 4.16. "Reportable Disease" - Indiana maintains a list of animal diseases that must be reported to the Indiana Board of Animal Health within forty-eight (48) hours of diagnosis. A reportable disease means a transmissible disease that the board determines to have socio-economic or public health importance to the state and which is significant in the trade of animals and animal products. Reportable diseases are designated as reportable to the State veterinarian under this rule (310 IAC 1.5-6).
 - 4.17. "Site-specific Biosecurity Plan" - An individual plan created for an Animal Feeding Operation (AFO) for the purpose of addressing site-specific biosecurity issues.
 - 4.18. "Supervisor" - The Agency manager to whom the Agency staff reports.

5.0 ROLES

- 5.1. The Commissioner may:
 - A. Have final approval on the Agency Biosecurity Policy.
- 5.2. The Assistant Commissioner (or designee) shall:
 - A. Ensure standard operating procedures (SOPs) are developed that are related, if applicable to this policy.
 - B. Ensure that Agency staff in their respective program area follow related policies and standard operating procedures.
- 5.3. The Supervisory staff shall:
 - A. Ensure that adequate equipment and clothing is provided for their respective Agency staff.
 - B. Provide technical assistance as needed to any Agency staff.
- 5.4. Agency staff conducting State business at an Animal Feeding Operation shall:

- A. Show their inspector credential and/or Agency identification badge.
 - B. Complete required safety training prior to visiting an Animal Feeding Operation.
 - C. Review the site-specific biosecurity plans in those cases where they apply, prior to conducting Agency business at an Animal Feeding Operation.
 - D. Maintain an updated Outlook calendar regarding Animal Feeding Operations related activities.
 - E. Refer any conflicts resulting from implementation of this policy to the appropriate Supervisory staff.
 - F. Notify the appropriate Agency Supervisor immediately if that Agency staff owns livestock at home or has had dealings with any Animal Feeding Operation outside of Agency employment.
 - G. Notify the appropriate Supervisory staff of any Reportable Disease outbreak.
 - H. Review and comply with this policy.
- 5.5. The Agricultural Liaison shall:
- A. Provide assistance regarding biosecurity measures to owners/operators of any Animal Feeding Operation.
 - B. Refer contacts or information regarding biosecurity issues to the appropriate governmental agency.
 - C. Act as the Agency contact for the BOAH to notify agency of disease outbreaks and disseminate information to program areas
- 5.6. The Agency Health and Safety Director shall:
- A. Provide health and safety training to appropriate Agency staff.
 - B. Notify the appropriate supervisory staff when Agency staff is due for annual renewal of health and safety training and when the training has been completed.
 - C. Provide biosecurity equipment for Agency staff conducting Agency business at an Animal Feeding Operation.
 - D. Ensure that Agency staff follows established health and safety procedures.
- 5.7. The Health and Safety Officer shall:
- A. Provide biosecurity training and/or guidance for the Office of Land Quality.

6.0 POLICY

- 6.1. Agency staff shall review the Animal Feeding Operation site file of any individual farms that may have additional site-specific biosecurity requirements or protocols prior to an inspection.
- 6.2. Agency staff shall comply with any reasonable site-specific biosecurity plan that does not delay or impede a site inspection. When a site-specific biosecurity plan delays or impedes a site inspection, the appropriate Agency Supervisory staff shall be notified.
- 6.3. Agency staff who have visited a poultry Animal Feeding Operation where manure has been stored, staged or land applied and are following level 2 biosecurity measures, shall wait forty-eight (48) hours before visiting a different poultry or swine Animal Feeding Operation unless there is prior facility approval.
- 6.4. Agency staff who have visited a swine Animal Feeding Operation where manure has been stored, staged or land applied and are following level 2 biosecurity measures, shall wait forty-eight (48) hours before visiting a different poultry Animal Feeding Operation unless there is prior facility approval.
- 6.5. Agency staff shall not make any on-site visits to livestock farms if they have visited a foreign country in the previous five (5) days.
- 6.6. Upon notification of any animal disease outbreak at an Animal Feeding Operation, the appropriate Supervisory staff shall be notified immediately, and consideration given to rescheduling the visit.
- 6.7. Agency staff shall follow the biosecurity levels that have been established, in order to

reduce the potential for disease transmission by Agency staff while conducting Agency business at an Animal Feeding Operation. Each level requires procedures that will provide the necessary prevention against the potential for disease transmission by Agency staff.

- 6.8. Agency staff shall, at minimum, follow Level 1 biosecurity measures when making a visit at an Animal Feeding Operation:
 - A. Park vehicles on paved or concrete areas, when available, away from production areas.
 - B. Designate a "clean" area in your vehicle to place clean equipment and boots.
 - C. Use anti-bacterial gel or wash hands with soap and water before entering the premises to avoid transmitting disease agents.
 - D. Pre-plan the needed supplies and clothing for daily site visits.
 - E. Maintain a record of animal feeding operations visited.
- 6.9. Agency staff shall, at minimum, follow Level 2 biosecurity measures when coming in close proximity to livestock or livestock waste during a visit to an Animal Feeding Operation:
 - A. The following biosecurity measures shall be implemented when entering a site:
 1. Follow all Level 1 biosecurity measures.
 2. Put on disposable plastic/rubber boot covers before leaving the immediate vicinity of the vehicle.
 - B. The following measures shall be implemented upon exiting a site:
 1. Follow all Level 1 biosecurity measures.
 2. In accordance with sections 6.3 and 6.4 agency staff shall not visit a specific type of animal feeding operation for forty-eight (48) hours after a Level 2 visit.
 3. Designate a "contaminated" area in your vehicle for clothing and equipment that has been used on the site.
 4. After returning to the Agency vehicle, clean and disinfect any equipment that was used during site visit.
 5. Remove coveralls so that they are inside out and place them in a plastic bag.
 6. Place the clean equipment and boots in the designated "clean" area of the vehicle.
 7. If vehicle was not parked on a paved surface, wash vehicle to remove soil and debris.
 8. At end of day, dispose of all plastic bags that contain contaminated disposable supplies in a manner that prevents exposure to other livestock.
 9. Launder all non-disposable coveralls.
- 6.10. Agency staff shall, at minimum, follow Level 3 Biosecurity measures when coming into close contact with livestock including entering confinement buildings, pens or handling and inspecting animals:
 - A. The following measures shall be implemented upon entering a site:
 1. Follow all Level 2 biosecurity measures.
 2. Agency staff shall not enter livestock buildings under any conditions unless pre-approved by the appropriate Supervisory staff.
 3. Confinement buildings shall never be entered during routine inspections conducted for the purpose of monitoring compliance.
 - B. The following measures shall be implemented upon exiting a site:
 1. Follow all Level 2 biosecurity measures.
 2. Agency staff shall not visit another animal feeding operation for forty-eight (48) hours after a level 3 visit.
- 6.11. Any Agency staff with livestock at home shall notify the appropriate Supervisory staff and the facility representative at the Animal Feeding Operation prior to conducting a site visit.
- 6.12. Unless a disease-specific State response plan is in place, Agency staff will cease

routine site visits if an outbreak of a Reportable Disease is identified within the State as determined by the State Veterinarian, or until the Indiana Board of Animal Health has determined a disease-specific State response plan.

- 6.13. All conflicts resulting from implementation of this policy shall be immediately referred to the appropriate Supervisory staff.
- 6.14. Confinement buildings shall not be entered during routine inspections conducted for the purpose of monitoring compliance with Confined Feeding Operations and Concentrated Animal Feeding Operations rules and laws.

7.0 REFERENCES

- 7.1 Concentrated Animal Feeding Operations, 327 IAC 5-4-3(b)(3)
- 7.2 327 IAC 16, Confined Feeding Operations
- 7.3 345 IAC 1-6, Reportable Diseases
- 7.4 Routine Biosecurity Procedures for EPA Personnel Visiting Farms, Ranches, Slaughterhouses and Other Facilities with Livestock and Poultry, December 10, 2001
- 7.5 Health and Safety Training Policy, A-030-OEA-07-P-R1, January 1, 2007
- 7.6 Indiana State Board of Animal Health, "Reportable Diseases", January 1, 2007
- 7.7 NPDES General Permit for CAFO, 327 IAC 15-15

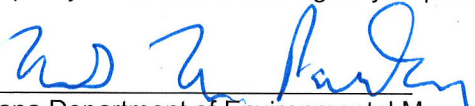
8.0 SIGNATURES



Thomas W. Easterly, Commissioner,
Indiana Department of Environmental Management

2/1/2008
Date

This policy is consistent with Agency requirements.



Indiana Department of Environmental Management
Quality Assurance Program
Planning and Assessment

2/4/08
Date